- **1.** Attendees are as listed in enclosure (1).
- **2.** FISC Puget Sound has started a newsletter to all users informing them of changes in system use and policy, workarounds, and other information. The first newsletter was provided to all participants listed in enclosure (1).
- **3. FISC Puget Sound** discussed issues that have arisen since our last meeting. A recap of the discussion is as follows:
 - Use of the conformed copy of Contract or DO/TO

When modifying a contract within PD², users should always mod the conformed copy of the contract. A large red C in the upper right hand corner of the document reflects the conformed copy of the contract or DO/TO. For contracts, it is usually the contract or latest modification unless a short form modification is issued and for DO/TOs, it is usually the DO/TO or the latest modification unless a short form modification is issued. This is needed for good use of the system and is in line with contracting regulations.

Use of PR Modifications

Once a PR has been attached to a document, NEVER go back and unapproved the PR, revise it, and then re-approve the PR. In many cases, this causes the CLIN(s) to disappear, which looks like the PR has become unattached even though the PR still believes that it is attached to the follow-on document. The correct procedure is to use the PR Mod function to revise an approved PR that is attached to a follow-on document. The difference between the original PR and the modification is that the original PR only requires approval and the PR modification requires approval and release. If the revision contained within the PR modification is related to the CLIN(s), you need to go back to the follow-on document and delete the CLIN that was originally attached with the original PR. Then attach the released PR modification that will bring in the correct data for your follow-on document.

Ready for Release Stamp

Solicitations and Awards will only be marked released if the issue/effective date is today s date (i.e., the date you are actually releasing the document in PD²). Remember, however, you can unapproved a solicitation or award that is stamped ready for release and change the date if need be

Preparing a DD1155 from an Offer Evaluation

When creating a DD1155 from an offer evaluation, the document format (document options \rightarrow classification \rightarrow format) does not default for you. You MUST go into classification and select the appropriate format of your choice. **Actually, you should always go into classification and verify the document format for any solicitation and/or award you are working with.**

Validating and Signing DD350s

When working in the DD350, always turn off auto validation (DD350 information \rightarrow auto validation \rightarrow off). This way, you can manually run the validation (DD350 information \rightarrow run validation) as a lone process, whereas, auto validation runs during the signing or saving of the document.

No headers & footers on pages

If you find there are no headers on the pages of your document, check for section breaks where the headers are missing. Remove any extra section breaks and your headers and footers should re-appear.

Check for new mail

Users should set their check for new mail time as high as it is conveniently possible (preferences \rightarrow general tab \rightarrow lower left box of information). The reason for this is that if it is set for 1 minute, the system is leaving the process it is working on for you to go to the server and check for new mail. By having the time between checks set higher, the fewer times the system will go out to check for mail, leaving more system resources at the disposal of the individual user.

Work Assignments

When work is reassigned to another user, the supervisor must do a workload reassignment in SPS in order for the daily reports to reflect the work under the correct user. In addition, if a PR is cancelled prior to award, it must be approved, then unapproved prior to cancellation in order to clear the work assignment. If this action is not performed, the cancelled PR will remain as active on our reports and PALT will continue to accumulate against the user that the PR is assigned to.

- **4.** The difference between posting solicitations from SPS to ES vice SPS through EDI to NECO was briefly discussed. EFA NW is using an ES website to post their solicitations to in lieu of processing through EDI to NECO as FISC Puget does. The processes are entirely different. The process utilizing the ES website appears to be more labor intensive than processing through EDI to NECO.
- 5. Discussed Cognos report writing within SPS. The system administrators at FISC Puget as well as EFA NW have attended the Cognos Report Writing class held by AMS. EFA NW has not attempted to run or build any reports; however, FISC Puget has been running and building reports with a negative impact on the processing speed for all SPS users.
- 4. Discussed the benefits and downfalls of workload assignment as a method to track workload and PALT. At this time, all work at FISC Puget is workload assigned and work in process in accurately tracked through to award. EFA NW has not been workload assigning any of their actions and reports have not been generated. The issue of who can workload assign was brought up and it was pointed out that the contract specialist performing the task can workload assign to themselves as a method of tracking work.
- FISC Puget explained many of the pitfalls in revising a document in view document, especially the issue of ensuring that no page breaks, section breaks, or bookmarks are accidentally deleted which can cause your document to print incorrectly or not print at all.
- 6. FISC Puget uses many interfaces to receive work and provide status of work to our customers. EFA NW does not use any interfaces at this time and they have to input any purchase requests themselves when work needs to be accomplished. According to EFA NW personnel, the

decision on a front-end requirements generator has not been made by NAVFAC headquarters, thereby making additional work for the contracts personnel.

7. EFA NW had some confusion about importing attachments into their contract documents. The importing of an attachment does not place that imported document into the contract, it only imports the document as an attachment into SPS. To import a document into the contract, you need to go to the clauses tab of the contract and add text to actually have the information print out in your contract.

Our next meeting is scheduled for Thursday, 30 March 2000, 1000 hours in the Command Conference Room at EFA NW.

ATTENDEES

<u>Attendee</u>	Organization	Phone #	Email Address .
Sherry Barnett	Pacific Northwest Champion FISC Puget	(360)476-5373	sherry k barnett@puget.fisc.navy.mil
K.Lynn Fournier	FISC Puget	(360)476-3325	k-lynn Fournier@puget.fisc.navy.mil
Julie Peterson	FISC Puget	(360)476-5004	julie a Peterson@puget.fisc.navy.mil
Dianne Grimes	FISC Puget	(360)476-5008	dianne k grimes@puget.fisc.navy.mil
Katie Palmer	FISC Puget	(360)476-2106	kathleen r palmer@puget.fisc.navy.mil
Stephanie Higgins	EFA NW	(360)396-0263	higginssk@efanw.navfac.navy.mil
Linda Gruber	EFA NW	(360)257-6504	gruberlm@efanw.navfac.navy.mil
Don Myers	EFA NW	(360)396-0236	myersdr@efanw.navfac.navy.mil
Cindy Lingel	EFA NW	(360)476-7938	lingelcm@efanw.navfac.navy.mil
Cheryl Avery	EFA NW	(360)476-8130X230	averycl@efanw.navfac.navy.mil
Judy Gitchell	NAVHOSP Bremerton	(360)475-4307	gitchellj@pnw.med.navy.mil
Susan Hudgens	EFA NW	(425)304-4501	hudgenssb@efanw.navfac.navy.mil
Doug Pierce	FISC Puget	(360)476-7612	douglas d_pierce@puget.fisc.navy.mil
Melanie Powers	EFA NW	(360)396-0268	powersma@efanw.navfac.navy.mil